



# Loudoun County Health Department

P.O. Box 7000  
1 Harrison Street Southeast  
Leesburg VA 20177-7000

## Mobile Food Guidelines and Information Packet

Temporary Food Coordinator: Tamara Shellenberger  
E-Mail: [Tamara.Shellenberger@loudoun.gov](mailto:Tamara.Shellenberger@loudoun.gov)

Cell: (571) 268-5814  
Office: (703) 777-0642 Fax: (703) 771-5023

This information is intended for use by mobile food units only. These requirements are not to be mistaken for any other regulations that exist for permanent restaurant operations, temporary events or food manufacturing businesses. Please contact the Loudoun County Health Department if you have any questions regarding the service and preparation of foods intended for public consumption.

This packet includes the following information:

1. **Mobile Food Unit permit application fee**
2. **Mobile Food Unit permit overview**
3. **Definitions**
4. **Permit application**

### Mobile Food Permit Application Fee

A **\$40 fee** is charged to mobile food unit owners/operators annually expiring twelve (12) months from opening date. If a mobile food unit is permitted in any other jurisdiction within Virginia, a permit and application to sell food in Loudoun County is not required. However, an Itinerant Vendor's Business License is required by the County Treasurer's Office and a Peddlers License is required by the Loudoun County Sheriff's Office.

### Mobile Food Unit Permit Overview

The applicant must submit the following forms annually. All forms and lists must be completed and signed before scheduling an appointment for a final approval inspection.

1. Menu list, such as, cold sandwiches, prepackaged snack foods, coffee, canned / bottled drinks, chili, stew, etc. Food items must be labeled and from an approved source.
2. Health Department Permit Application completed, signed and dated. The Vehicle ID Number (VIN) and the license plate number must be on the application.
3. A \$40.00 Permit Fee

4. The mobile food unit must have the following equipment / facilities:
  - a. Hot and cold running water; wastewater tank 15% larger in capacity than water supply tank with drain plug.
  - b. Separate hand sink, hand soap, and paper towels.
  - c. Three basin sink for dishwashing; dish soap, sanitizer, sanitizer test kit.
  - d. Metal stem food thermometer(s) accurate to within 2 °F.
  - e. Equipment / supplies based on menu items:
    - Electric refrigeration or drained ice for cold foods (41°F or less).
    - Hot holding unit for hot foods (minimum 135°F).
    - Approved storage for disposable cups/bowls, etc. Wrapped disposable flatware / coffee stirrs.
    - Condiments in squeeze bottles or individual packets.
5. All food, water, ice cream, and ice shall be from approved sources. If well water, submit recent water sample test results; or use bottled water.
6. Maintain **cold holding** of potentially hazardous foods at **41°F or below** at all times.
7. **Cook** to at least the following temperatures:  
**Poultry to 165 °F**  
**Ground Beef to 155°F**  
**Pork to 145°F**
8. **Rapidly reheat** potentially hazardous foods to 165°F or higher.
9. Maintain **hot holding** of potentially hazardous foods at **135°F or above** at all times.
10. Do not touch ready-to-eat foods with bare hands. Use gloves, tongs, or deli paper.
11. Provide and use effective hair restraints.
12. A **Person in Charge** must be present during all hours of operation. The Person in Charge shall be a certified food manager OR demonstrate knowledge of foodborne disease prevention and the requirements of the Food Regulations by correctly responding to questions presented by the health department as they relate to the specific food operation.
13. If **time only**, rather than time in conjunction with temperature is used as a public health control for potentially hazardous food that is displayed or held for service for immediate consumption:  
  
**Then** the food shall be marked to indicate the time that is **4 hours** past the point in time when the food is removed from temperature control. Within these 4 hours, the food shall be cooked, served or discarded.

## **Definitions**

"Bottled drinking water" means water that is sealed in bottles, packages, or other containers and offered for sale for human consumption.

"Comminuted" means reduced in size by methods including chopping, flaking, grinding, or mincing. "Comminuted" includes fish or meat products that are reduced in size and restructured or reformulated such as gefilte fish, gyros, ground beef, and sausage; and a mixture of 2 or more types of meat that have been reduced in size and combined, such as sausages made from 2 or more meats.

"Injected" means tenderizing a meat with deep penetration or injecting the meat such as with juices which may be referred to as "injecting," "pinning," or "stitch pumping". During injection infectious or toxigenic microorganisms may be introduced from its surface to its interior.

"Mobile food unit" means a Mobile truck, chuck wagons, food trailers, hot dog cart, or pushcarts. Mobile Food Unit **does not mean** automobiles, trucks, or vans not designed for food preparation.

"Potentially hazardous food" means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

1. The rapid and progressive growth of infectious or toxigenic microorganisms;
2. The growth and toxin production of *Clostridium botulinum*; or
3. The growth of *Salmonella Enteritidis* in raw shell eggs.

"Potentially hazardous food" includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth as specified above in this definition.

"Pre-packaged Food" means ready to eat commercially individually packaged food such as chips, crackers, party mixes, or pretzels.

"Ready-to-eat food" means food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer and that is reasonably expected to be consumed in that form.



# Loudoun County Health Department

P.O. Box 7000  
1 Harrison Street Southeast  
Leesburg VA 20177-7000

## Application for a Mobile Food Unit Permit

☐ New Business    ☐ Renewal    ☐ Name Change    ☐ Change of Owner

Business Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Cell \_\_\_\_\_ Work \_\_\_\_\_ E-Mail \_\_\_\_\_

VIN Number \_\_\_\_\_ License Tag Number \_\_\_\_\_

Water ☐ Public (Municipal) ☐ Private (Well)      Sewage ☐ Public (Municipal) ☐ Private (Septic)

### Location or Route and Times

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food/Beverage *	Where Purchased	Where Prepared	How Prepared
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	
		<input type="checkbox"/> Onsite <input type="checkbox"/> Offsite **	

\* Provide Copy of Additional Items

\*\* Must be a permitted facility - provide a copy of the permit

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Fee \$40

Make Checks Payable to VDH